



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S LICENSING MANAGER

Class No. 002737

■ CLASSIFICATION PURPOSE

To plan, organize, and direct the activities and staff in the Sheriff's Licensing Division; to represent the Sheriff in matters relating to permit/license programs and registration of criminal offenders; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Licensing Manager is a one-position class found only in the Sheriff's Department. Under direction of a Sheriff's Commander, the incumbent is responsible for planning, organizing, coordinating, and directing the activities and staff who process requests for business licenses/permits pursuant to County Regulatory Ordinance criteria; who register criminal offenders pursuant to California Penal Code requirements; and who provide enforcement of these statutes and regulations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, and directs the clerical activities required in the preparation, processing, review, maintenance, and distribution of licensing records and documents.
2. Assigns, reviews and evaluates the work of subordinate staff.
3. Develops and implements policies and procedures for division activities.
4. Handles the most difficult and sensitive public contact situations.
5. Responds to the news media as a Department representative on division-related matters.
6. Reviews legislation to determine the impact on licensing and registration activities and requirements.
7. In consultation with counsel, drafts amendments to regulatory ordinances of the County Code for implementation by the Board of Supervisors.
8. Recommends legislation to County Counsel and State legislators on related matters.
9. Testifies at court hearings on criminal matters and permit denials, revocations, and suspensions.
10. Interprets and explains policies, procedures, and regulations to the public, staff, and department personnel.
11. Plans for and develops technology systems related to license responsibilities.
12. Trains, and evaluates the performance of sworn officers who enforce related code sections.
13. Develops and implements performance standards and training.
14. Develops and controls the Division's budget.
15. Conducts workload analysis.
16. Directs and monitors the proper receipt, accounting, and security of monies collected by division staff.
17. Prepares correspondence and reports.

18. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- San Diego County Code of Regulatory Ordinances.
- California Business and Professional Code.
- California Penal Code, including felony and misdemeanor distinctions and charges.
- California Government Code Section 6254 concerning public and private information.
- Modern office practices, procedures, and records management.
- Law enforcement records and information systems such as SUN/CLETS/NCIC/VCIN.
- Related automated systems such as Megan's Law, CAL-ID, Livescan fingerprinting, ARJIS, Cal-Photo.
- Principles of management and business practices.
- California State legislative processes.
- California State Court systems.
- San Diego County government systems and processes.
- Statistical, budgeting, and accounting principles and applications.
- County customer service objectives and strategies.
- Telephone, office, and online etiquette.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, and direct Licensing Division activities.
- Assign, review, and evaluate the work of subordinates.
- Interpret and explain legislation, government statutes, and ordinances.
- Interpret and explain Department and government policies and procedures.
- Communicate effectively, orally and in writing.
- Use sound judgment in handling problem situation and identifying solutions.
- Prepare correspondence, ordinance amendments, and reports.
- Establish and maintain effective working relationships with County staff, outside agencies, and the public.
- Effectively represent the Department in a variety of high-profile public situations.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyzing and projecting consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: two (2) years of college credit from an accredited college or university in a related field; AND five (5) years of increasingly responsible clerical experience performing a variety of criminal justice-related clerical duties involving public contact situations and the interpretation and application of government regulations, of which one (1) year must have been at a second-line supervisory level.

Note: Completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 19,1995
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Sheriff's Licensing Manager (Class No. 002737)

Union Code: MM

Variable Entry: Y